



1) OFFER EMAIL – STANDARD (PRICE + STRUCTURE)

For when you know your numbers and want a clean, professional offer

Subject: Offer – [Property Address]

Hi [Agent Name],

Please submit my offer for [Property Address]:

- Price: \$[X]
- Settlement: [30 / 60 / 90 / 120 / X] days
- Deposit: [5% / 10% / \$]
- Deposit bond Y/N
- Conditions: [Subject to: Building & Pest / Finance / Due Diligence]
- Time Limit for "Subject to" period - [7 days/ 14 days/ 21 days/ 28 days/ 60 days / 90 days]
- Access during settlement (if required): [trades / quotes / planning]
- Vendor to allow purchaser to submit plans to council during settlement period Y/N

I am somewhat flexible. If the seller prefers a different settlement timing, structure or conditions, please let me know what matters most and I'll tailor this offer accordingly.

Please confirm receipt and the seller's preferred next step.

Regards

[Your Name]

[Mobile]

2) OFFER EMAIL – “CERTAINTY” VERSION

Use when you want to look strong and uncomplicated

Subject: Unconditional Offer To Purchase – [Property Address]

Hi [Agent Name],

Please find below my offer to purchase the above property. I have deliberately made this a simple and uncomplicated transaction.

My offer is \$[X] with [X] day settlement and [% and deposit type].

Conditions are time-limited: [list].

If the seller wants further and maximum certainty, tell me their preferred terms so I can structure an offer to suit.

Regards

[Your Name]

3) OFFER EMAIL – TERMS-FIRST (WHEN PRICE IS TIGHT)

Use when price flexibility is limited but structure can win the deal

Subject: Offer – [Property Address]

Hi [Agent Name],

Before we focus on price, what does the seller value most - timing or certainty?

I can structure this with:

- Settlement: [X] days (or shorter if preferred)
- Deposit: [X]
- Conditions: [tight / time-limited]

Let me know the seller's priority and I'll put forward a clean proposal.

Regards

[Your Name]

4) THE CALL SCRIPT (START HERE – DO NOT LEAD WITH PRICE)

Open the call like this:

- “Thanks for the call. Before we talk numbers, is the seller flexible?”
- “What does the seller care about most — price or certainty?”
- “What’s the seller’s ideal settlement timing?”
- “Is there other interest or offers on the table right now — yes or no?”
- “If I were to make a firm offer today, what would make it acceptable?”

Then stop talking. Let the agent answer.

5) ALWAYS ASK QUESTIONS: (IF YOU ARE TALKING THE MOST YOU ARE LOSING - ACTIVE LISTENING PROMPTS)

Listen for:

- Avoided answers → ask again, simpler
- Repeated phrases → usually the real issue
- Vague urgency → often manufactured pressure

Useful follow-up:

- “What’s the real reason the seller would say no?”

6) HANDLING PRESSURE (“URGENT - TODAY”)

Use one of these — then pause:

- “I understand the timing. I’m not guessing — I’ll come back with something concrete.”
- “What’s the deadline and what happens after it?”
- “Let’s lock a time today for me to confirm.”

You control the timeline. The party under time duress always loses in a negotiation

7) COUNTER-OFFER SCRIPT (DON’T GET DRAGGED)

When the agent comes back with a counter:

- “Thanks — I’ll review it against my numbers and come back with my best structure.”
- “If I improve X, eg. price, what term improves in return - settlement, conditions, or deposit?”
- “What’s the seller’s main issue - price, timing, or conditions?”

Never move price without trading something back.

8) “I’M NOT COMFORTABLE” SCRIPT (WHEN YOU NEED TIME)

Use this without apology:

- “I’m not comfortable changing anything until I update my numbers. I’ll revert by [time].”
- “I’m happy to re-visit structure - tell me what matters most to the seller.”

Never bid against yourself. If asked to "improve" your offer:

"If I were to re-visit this and get to x,y,z (proposed terms), would that be acceptable, otherwise I don't propose to bid against myself"

9) FOLLOW-UP TEXT (SMS)

Hi [Agent Name], just checking in - has the seller reviewed my offer for [Address]?

I am flexible and open to adjustments if that helps?

[Your Name]